GroupWise 5.5

New Features

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There are a few changes in the new version of GroupWise, but are no major changes as when the Department of Human Services moved from GroupWise 4.1 to GroupWise 5.2.

If you are a new user, you may want to attend the GroupWise 5.5 Introduction and Advanced classes that are offered by the Office of Technology.

This handout will provide current users of some of the changes in GroupWise 5.5 version. There is excellent information in the GroupWise Online Help menus or the GroupWise Guides.

Also, did you know that you could go to the Novell's Cool Solutions page by clicking on **Help** on the Menu bar, and selecting **Cool Solutions Web Community**? By selecting this option, Netscape will automatically take you to that web page.

Changes on the GroupWise Main Window:

Display the Settings Drop Down List
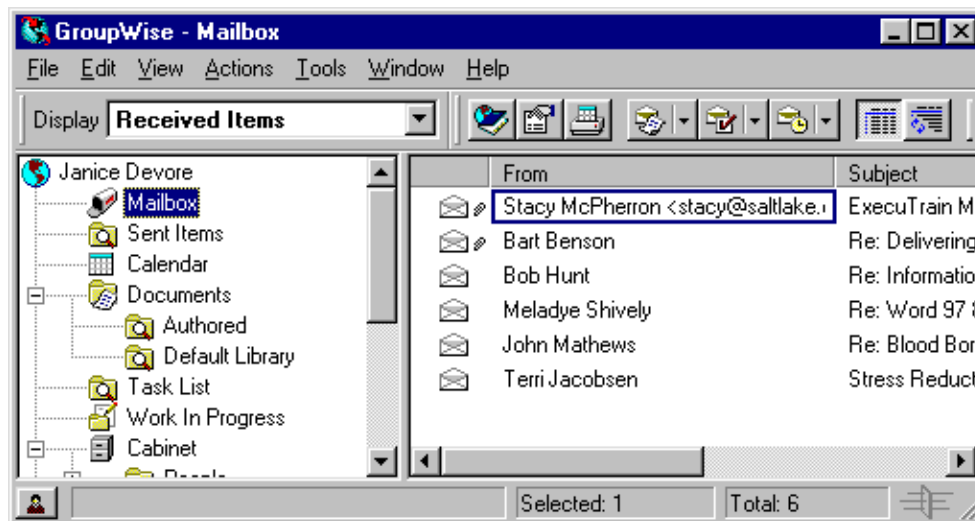
As you open up GroupWise 5.5 you will see a new list box that is called Display the Settings Drop Down List

If you do not want this to be displayed, use the following steps:

To Remove the Display Settings Drop-Down List From the Toolbar:

1. If the toolbar is not displayed, click **<u>V</u>iew**, **<u>T</u>oolbar**.
2. Right-click the on the toolbar, then click **Properties**.
3. Click the **Show** tab.
4. Click on the **Show display settings drop-down list** check box to remove the dropdown list.
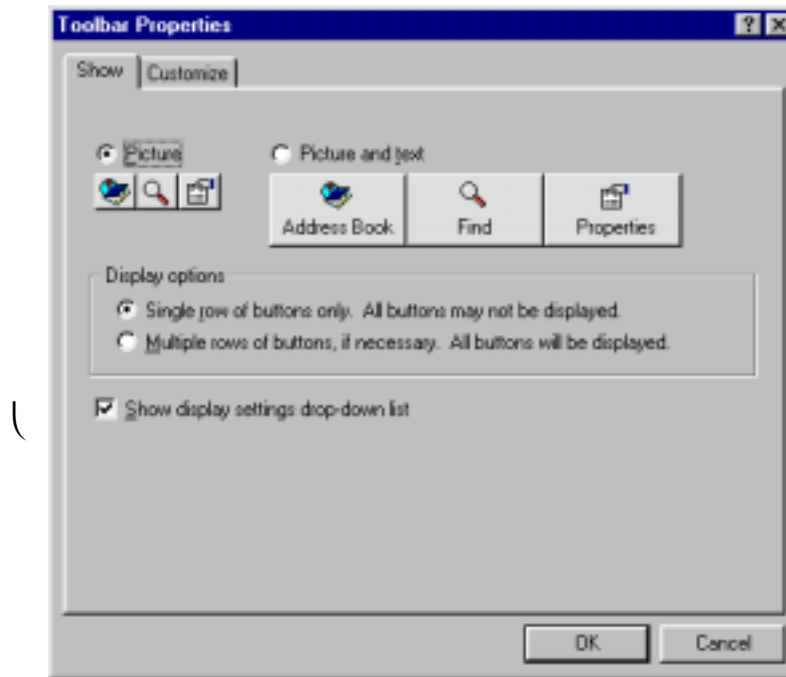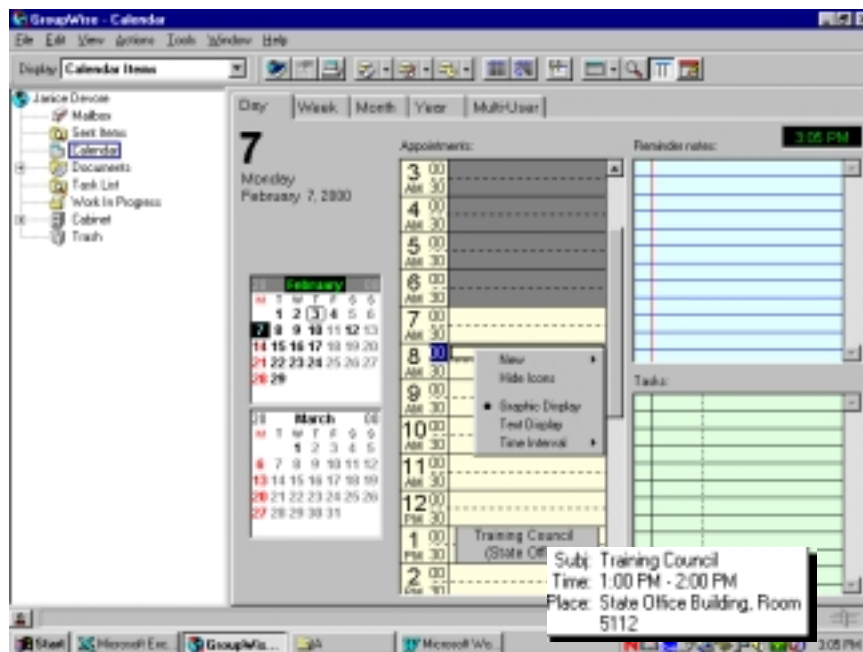
QuickViewer

If you are using the QuickViewer feature, you can now view the attachments!
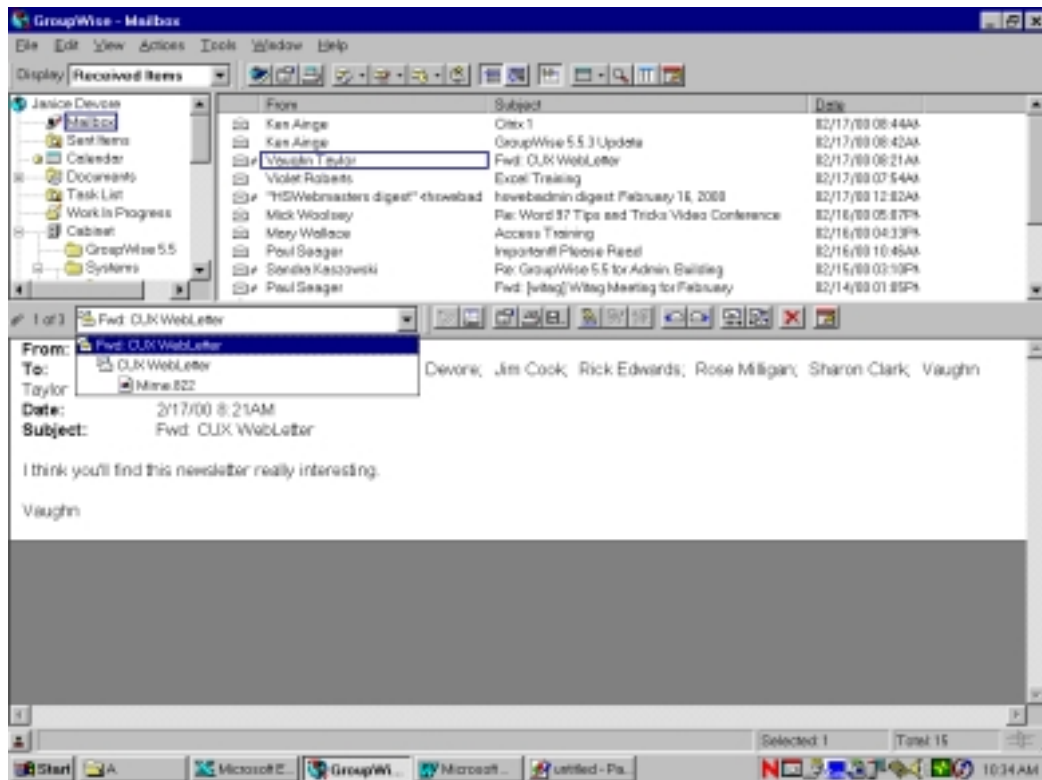
Calendar Folder

The view that has changed the most in the folder list is the calendar folder. When you click on the calendar folder, you can display by day, week, month, year, or multi-user.

By a right-click in the appointments window you can add new appointments, hide icons, change the display to graphics or text, or change the time intervals for your appointments. As you move your pointer over the appointment, it displays more information for you. You can still double-click on the appointment to open it or double-click to make a new appointment.

You can also specify which calendar views you use the most often and add them as tabs on Calendar dialog box. When you have clicked on the calendar folder, then click on **Edit**, **Add Calendar Tab**. Add the desired tabs, which will added to the **Tab Properties** dialog box.
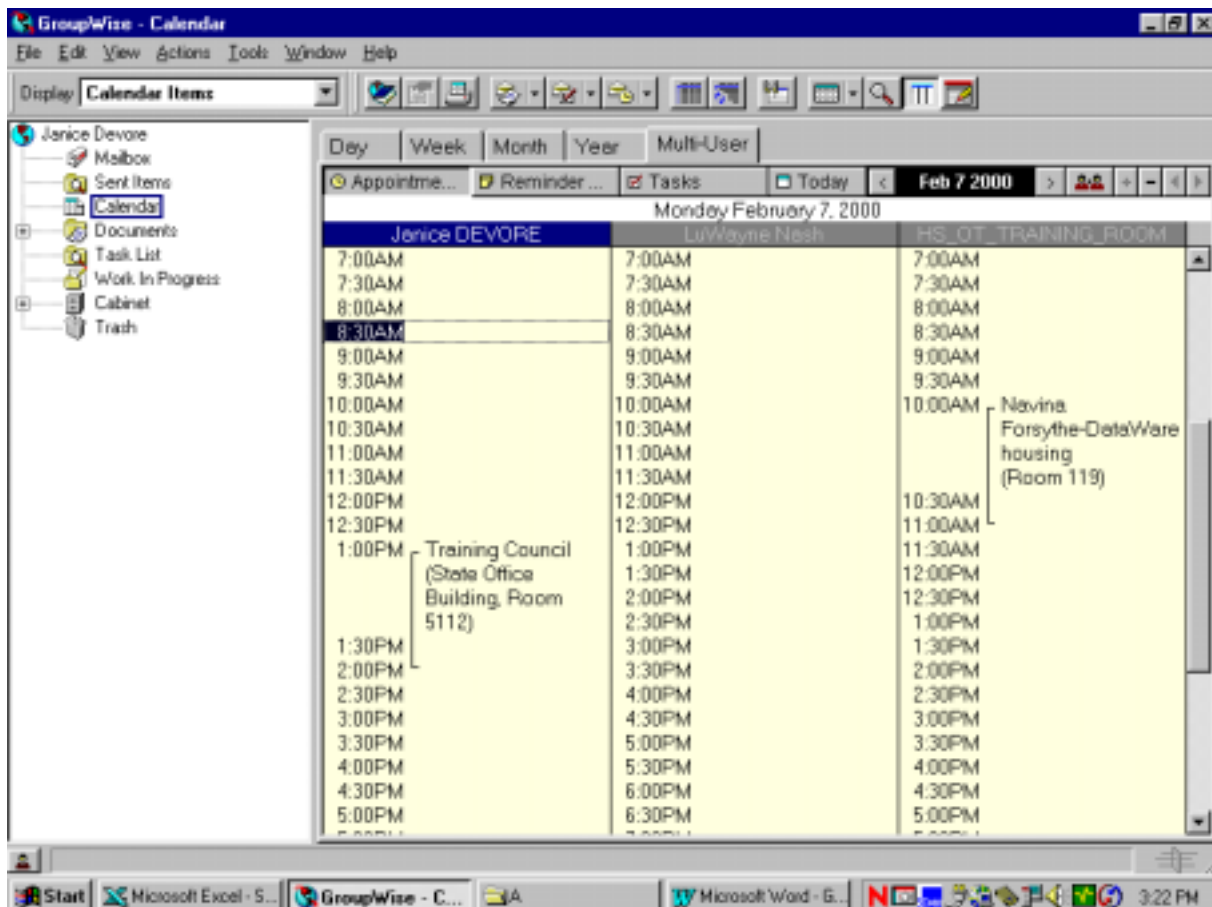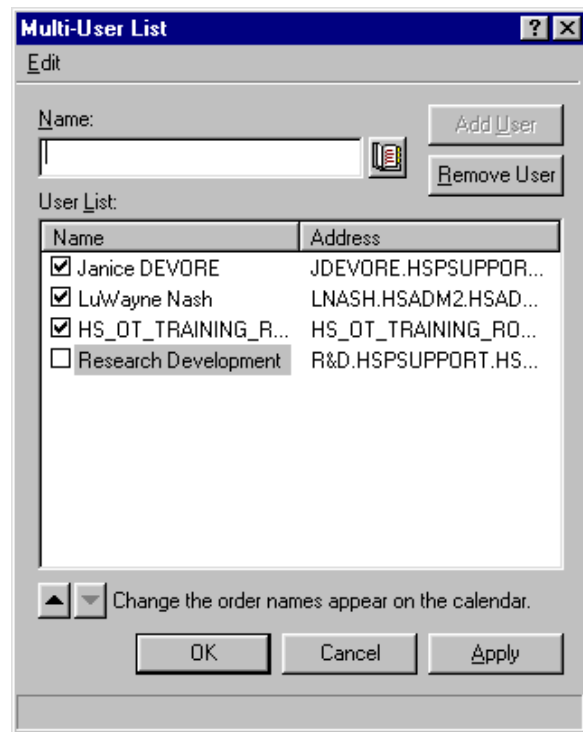
Specify Your Work Schedule

You can specify when you'll be in the office to avoid having people schedule you for meetings when you are not available. Click on **Tools**, **Options**, **Date and Time**. Under Work Schedule, enter the Start Time and End Time information. Also specify the days of the week that you are in the office.

Multi-Users

This is a cool new feature. If you have proxy rights to read and/or write appointments to other users, you can select the users and the display the calendars side by side.

By clicking on the [icon] button, it will open the Multi-User list, which allow you to add and remove users. Click on the checkboxes for the names you want to display in the multi-user view and click OK.

For more information, use the GroupWise Online Help, under **Index**, type in **Multi-Users**.

Multi-User List

Name:

User List:

Name	Address
☑ Janice DEVORE	JDEVORE.HSPSUPPOR...
☑ LuWayne Nash	LNASH.HSADM2.HSAD...
☑ HS_OT_TRAINING_R...	HS_OT_TRAINING_RO...
☐ Research Development	R&D.HSPSUPPORT.HS...

Add User / Remove User

▲ ▼ Change the order names appear on the calendar.

OK   Cancel   Apply

Documents Folder

You will see the Documents folder in the folders list. This is used in conjunction with the GroupWise Library that the Department of Human Services currently not implementing. If you want more information about the GroupWise Library and how it works, check the GroupWise Online Help, under Find, type in **About Libraries**.

~MAPIS (Internal) Folder

You will also see the ~MAPIS (Internal) folder in the folders list. GroupWise5.5 is MAPI compliant. This lets all of your MAPI-compliant applications use GroupWise to deliver documents and items.
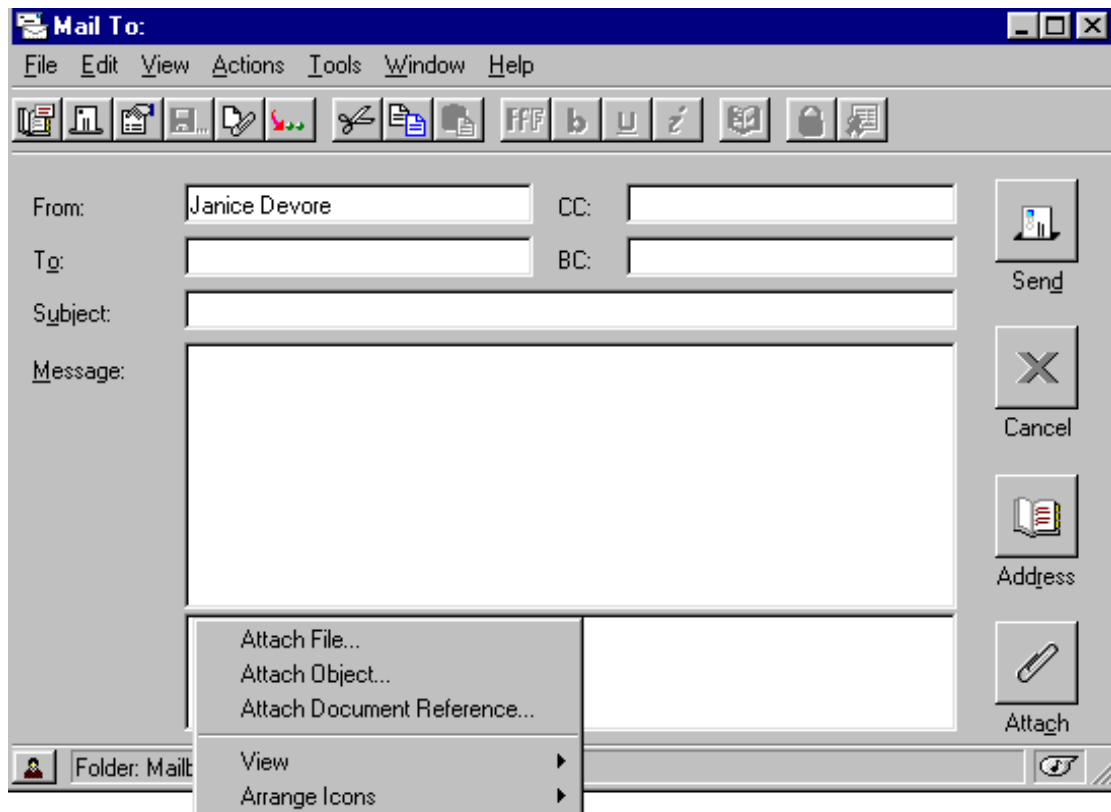
Folders

If you put something in a shared folder, you can now delete the item you put in the folder, even if you don't have Delete rights to the folder itself.

Find

The Look For and the Look In tabs have been combined into a single dialog box which makes it easier to perform specific searches from the main Find dialog box.

Mail Message

The main thing that has changed is the attach feature. When you click on Attach, GroupWise will take you directly to the **Attach File** dialog box for you to select your file(s). If you right-click in the Attach List Box area (the white space) to the left of the Attach button, you will get a shortcut menu with options.

Attach File*:*   If you click on the Atta<u>ch</u> button (with the paperclip) or right-click in the Attachment List Box area and select **Attach File**, you will see the **Attach File** dialog box. Select the drive, folder, and the file(s) you want to attach and then click **OK**.

NOTE: For multiple files in the same folder, use **Ctrl+Left-Click**.
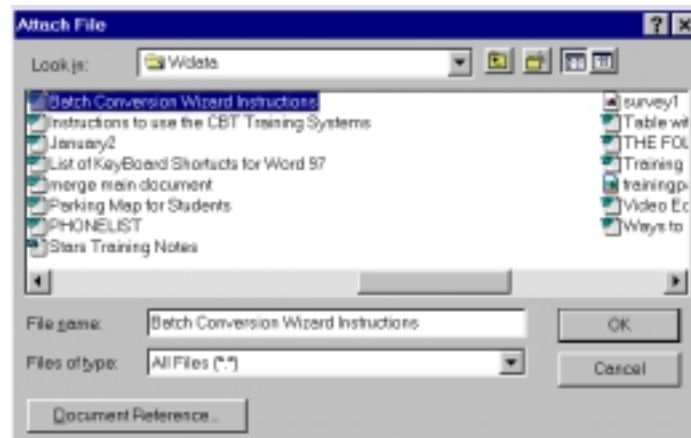
Attach Object*:*   If you right-click in the Attachment List Box area and select **Attach Object**, you will see an **Insert Object** dialog box.

For example, when you click on the **Bitmap Image** Object Type, MsPaint automatically opens for you to create your image. When you close out of MsPaint, an attachment for the bitmap image is inserted into the Attach List Box area.
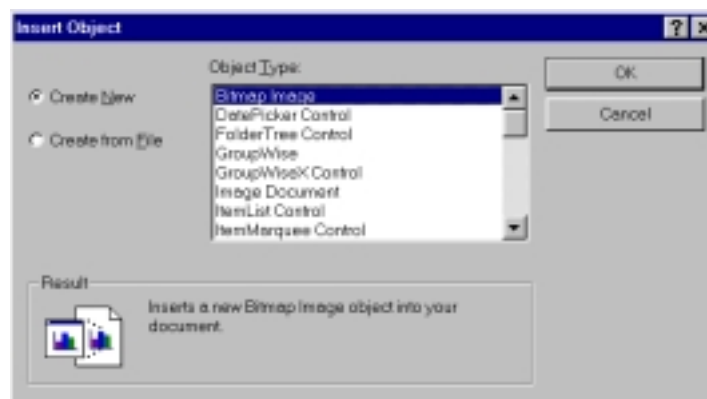
NOTE: Not all object types are available. This is dependent on what options were purchased with the DHS software licenses.

Attach Document Reference*:*   This feature is not used at this time.
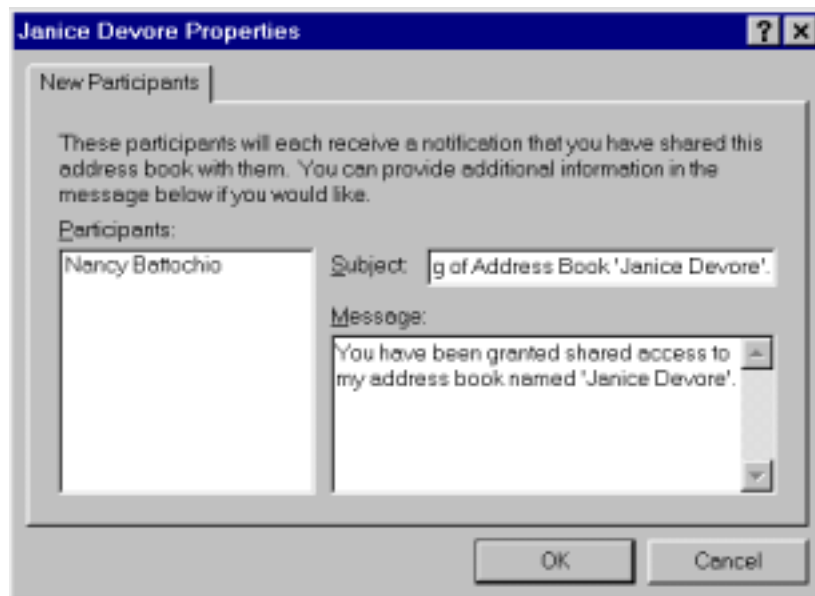
Address Book

Share Address Books

You can now share personal address books, including the Frequent Contacts book. Use the sharing tab in the Address Book to specify whether or not to share the address book, and if so, with whom you want to share it and which access rights each person should have.

The quickest way to access the following screen is to right-click on the address book that you want to share and select **Sharing** from the shortcut menu. Add the user(s), select the type of access rights, and then click on **Apply**.

After you have clicked on the Apply button, the following screen will notify the participants that you have selected to share your Address Book. You can add additional information in the Message text box. They will receive a notification and can choose to accept or decline the shared Address Book.

Importing and Exporting Groups in the Address Book

You can now import and export groups of users in the Address Book! Select the group(s) in the Address Book, and then click on **File**, **Export**. A window will be displayed to allow you to select the entire Address Book or the selected group(s). The next screen displayed will be the Address Book dialog box. Type in the desired file name. The file extension is **.nab**.

At that point you can send the address book or group(s) as an attachment to another user(s). They can right-click on the attachment, and one of the options on the shortcut menu is **import**. Select import, and the Select Target Address Book dialog box will be displayed. Select the desired address book and click **OK**. The Address Book or selected group(s) will be imported into the Address book that they selected.

Properties

You can now display the properties of an address book, such as name, provider, and so on. In addition, you can specify automatic cleanup options for your Frequent Contacts address book.

Print Calendar

Expandable Day, Week, Month Format:

This allows you to see all of the appointments, notes and tasks if desired. The Expandable Month format will only preview and print a **maximum of four weeks** at a time.

Franklin Format

If you have appointments, notes and tasks that you want to display on the Franklin format, it will still put the additional information on a second page as text. This is done by selecting the option under the **Content** tab in the Print Calendar dialog box to print **Overflow text on the following pages** option.

Rolling Month

The rolling month format looks very similar to the expandable month format, but it does not expand the appointments, notes and tasks, enter the starting date and the number of months to preview and/or print.

If you have appointments, notes and tasks that you want to display on the Rolling month calendar format; it will still put the additional information on a second page as text. This is done by selecting the option under the **Content** tab in the Print Calendar dialog box to print **Overflow text on the following pages** option.

Multi-User

The Multi-User Day, Week, or Monthly calendar uses the expandable calendar format. The Expandable Month format will only preview and print a **maximum of four weeks** at a time. Under the setup, select the other users to display on your calendar. The users that you have proxy access to will appear in the list.